



## Department of Public Works

Inspection Division

City of Baton Rouge  
Parish of East Baton Rouge

300 N. 10th St  
Baton Rouge, Louisiana 70802  
(225) 389-3105



### THE FOLLOWING ARE REQUIRED FOR ALL SIGN APPLICATIONS:

- (1) ONE SET OF CONSTRUCTION PLANS
- (2) STRUCTURAL AND FOUNDATION CALCULATIONS. (\*)
- (3) DESIGN SUPERVISION AND STRUCTURAL DESIGN STATEMENT (\*)
- (4) SITE PLAN ON LEGAL OR LETTER SIZE SHEET SHOWING DIMENSIONS FROM PROPERTY LINE (NOTE SIGN MUST BE SET BACK A MINIMUM OF TEN (10') FEET FROM PROPERTY LINE) SHOW THE SIGHT TRIANGLE GRAPHIC ON THE SITE PLAN.
- (5) CERTIFICATE OF COMPLETION FROM ARCHITECT OR ENGINEER IS REQUIRED (\*)
- (6) ALL OVERLAY DISTRICTS, PUD, OR SPUD ZONING HAVE TO CONTACT PLANNING COMMISSION FOR APPROVAL. (225) 389-3144.
- (\*) NOT REQUIRED IF SIGN IS LESS THAN 100 SQUARE FEET; CERTIFICATE OF RESPONSIBILITY IS REQUIRED.

### PLEASE COMPLETE ALL OF THE FOLLOWING. MISSING ITEMS MAY DELAY THE PLAN REVIEW.

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Project Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Tract: \_\_\_\_\_ Square: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Zoning: \_\_\_\_\_ Census Tract: \_\_\_\_\_ Block Group: \_\_\_\_\_ Lot and Block Page: \_\_\_\_\_ City or Parish: \_\_\_\_\_

Contractor: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ License Number: \_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ License Number: \_\_\_\_\_

#### Sign Information:

Overall Height: \_\_\_\_\_ Face Size: \_\_\_\_\_ Foundation: \_\_\_\_\_

Size and Thickness of Column: \_\_\_\_\_ Valuation: \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

Correspondence should be mailed to:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_